



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: [redcliff@redcliff-nsn.gov](mailto:redcliff@redcliff-nsn.gov)

## *Red Cliff Tribal Council*

### **JOB DESCRIPTION**

**POSITION:** Assistant Teacher

**LOCATION:** Red Cliff Early Childhood Center

**PROGRAM:** Head Start/Early Head Start

**SALARY:** \$10.00-\$12.00 per hour (DOQ), Plus Benefits

**SUPERVISOR:** Directors and Education/Abilities Manager

### **THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION**

**JOB SUMMARY:** Serve as an Assistant Teacher for Head Start and Early Head Start classrooms. The classroom will operate from 7:45-3:00 Monday through scheduled Fridays; however this position is full time due to additional responsibilities such as bus monitoring, sanitizing, laundry and other duties as assigned. Responsible for replacing teachers during their scheduled breaks and office time and providing implementation of educational programs which reflect best practices and integration of Ojibwe language and culture into curriculum along with ensuring the safety and well being of all children at all times, including diapering.

### **JOB RESPONSIBILITIES:**

1. Maintain confidentiality of all child's and family information and records.
2. Promotion of safe, attractive and stimulating physical environment for children, also establishing and maintaining consistency of rules.
3. Assist teachers with preparing lessons and implementation daily. Collaborate with staff, parents, and community resources to incorporate Ojibwe language and culture into daily activities and curriculum.
4. Maintain accurate daily records on attendance, daily intake, and medical log, children's eating/sleeping/toileting information for distribution in child file and to parents as well as other required forms.
5. Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of children enrolled in program.
6. Positive child guidance techniques will be utilized by all staff when needed.
7. Work with Tribal and community service providers to provide necessary services to the child and their parents.

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8. Notify supervisor in advance of any known absences you will have. ***Center based teachers are responsible for arranging for their own substitutes.***
9. Adhere to all ECC policies and procedures and ensure the Federal Performance Standards and State of WI Group Child Care Licensing Regulations are met.
10. Must be able to work a flexible schedule to help meet the needs of children, families and other staff.
11. Bus monitor duty
12. Classroom sanitizing and laundry according to schedules and needs
13. Must attend appropriate staff meetings, Policy Council and or Parent meetings as required.
14. Must attend required trainings such as Confidentiality, CPR, Shaken Baby Syndrome, etc
15. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **SUPERVISORY AUTHORITY: None**

**KNOWLEDGE:** Knowledge of Ojibwe language and culture preferred; knowledge of uniqueness of Red Cliff community required.

#### **QUALIFICATIONS:**

1. Must be 18 years of age or older and have completed high school or its equivalent.
2. Preferred Associate Degree in Early Childhood Education or enrolled and obtaining an Associate Degree in Early Childhood Education.
3. Must have documentation of 80 full days or 120 half days of experience as an Assistant Teacher in a licensed child care center or other approved early childhood setting within the first six months of employment.
4. Must complete the following courses if no Early Childhood Degree: **Introduction to Infant and Toddler, Introduction to Child Care Profession** and **Skills and Strategies for Child Care Teacher** within the first six months of employment.
5. Additional training or education in Early Childhood Development is highly desirable.
6. Prior experience and strong desire to work with children and families required.
7. Coursework or any specialized training in Infant/Toddler development highly desirable.
8. Ability to work effectively and cooperatively with staff, parents, community members, and other support systems in the best interest of the child is required.

**PERSONAL CONTACTS:** Collaborative, professional relationship with parents, extended families, the Red Cliff community, employees of the Red Cliff Band of Lake Superior Chippewa and other collaborative partners.

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**PHYSICAL REQUIREMENTS:** Must be physically able to work with young children, including a minimum of lifting 40 pound.

**SPECIAL REQUIREMENTS:** FBI Fingerprinted at a Field Print office, health exam, TB test, immunizations including Hepatitis B (or sign waiver), mumps vaccine (or waiver or proof of immunity)

**WORK ENVIRONMENT:**

Primary work environment is in the classroom at the Red Cliff Early Childhood Center. All tribal buildings are smoke free.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a prerequisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, available on the Tribal website.
2. Signed Tribal Background Investigation Disclosure; available on the Tribal website.
3. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** October 3, 2017

**DEADLINE:** Open Until Filled

**FOR FURTHER INFORMATION CONTACT:**

**Red Cliff Band of Lake Superior Chippewa  
Human Resources Department**

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**88455 Pike Road, Highway 13**

**Bayfield, WI 54814**

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

**(715) 779-3700 ext. 4268**

**The Red Cliff Tribe has a Drug-Free Work Place Policy and follows the intent of the Drug-Free Work Place Act. All new employees will be tested prior to starting employment.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement the application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

***All Early Childhood Center employees must submit mandatory criminal background check information to Human Resources Department with application. Per WI Department of Children & Families (DCF) Bureau of Early Care Regulation (BECR) Memo 2014-03, as of 12-31-16 all licensed child care center employees must complete a one-time fingerprint-based background check on all employees. Every year thereafter, a name-based background check through the Department of Justice (DOJ) must be conducted annually or following any conviction occurring after commencement of employment.***

***45CFR 1301.31 requires preference be given to qualified current or former parents of Head Start/Early Head Start children as position vacancies occur.***

#### **EMPLOYEE BENEFITS PACKAGE**

##### **THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:**

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.

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5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours. The Tribe observes a total of 12 paid holidays.

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